

Inventory Control/Field Support

Information Technology Specialist 2 (ITS2)

Based in Olympia, Washington

Pay Range 54: \$3,726 – 4,888/month (DOQ)

Closes: March 6, 2010

MISSION

One vision, one voice - working together for a safer Washington

VISION

Great people, great service - excellence every time.

ABOUT DOL

◇DOL is the 2nd largest revenue generating agency in the state collecting over \$1.9 billion annually in fees and taxes on fuel and vehicle related services. More than 85 percent of state funding for Washington's transportation typically comes from revenue DOL collects on behalf of the state.

◇DOL employs more than 1,300 people in various locations throughout the state of Washington.

To learn more about DOL check out our [website](#).

WHY WORK AT DOL?

At DOL we hire the brightest and most committed people that we can get our hands on. Some of the benefits of working at DOL are:

◇Great people and great leadership equal a great place to work! DOL employees are some of the finest that state government has to offer. We enjoy a reputation of being an industry leader. We make sure each employee is treated fairly and knows how their position contributes to the agency's mission: *One vision, one voice – working together for a safer Washington.*

◇We care about and take care of our employees! DOL employees also have access to the [Employee Assistance Program](#) that assists employees and their family members resolve personal or work-related problems at no cost to the employee.

◇Work life balance. DOL realizes that employee satisfaction leads to improved organizational performance. With up to 12-22 days of paid vacation, 12 days of paid sick leave, 11 paid holidays, and paid military/civil leave, you'll have time to focus on what's most important to you, both in and outside of the workplace.

JOIN AN AWARD-WINNING INFORMATION SERVICES (IS) TEAM!

Acknowledged as the flagship of digital government, featured in HP-invent Government Solutions Magazine and most recently, awarded the nation's top information technology project in the Cross Boundary Collaboration and Partnerships category by the National Association of State Chief Information Officers (NASCIO) for completion of our Enhanced Driver License and ID card Project. Come be a part of what's next!

THE OPPORTUNITY

The ITS 2 position is responsible for the accuracy of the Department's IT inventory system and ensures that statistical reports and documentation are current for decisions-makers to determine agency needs. Primary duties consist of:

- Tracking technology purchases.
- Entering new IT equipment into inventory system, issue State tag, and assign and track location of equipment.
- Prepare surplus IT equipment for disposal.
- Conduct regularly scheduled on-site inventory audits.
- Serve as the subject expert in IT equipment inventory control.

In addition, the ITS2 provides Field Support assistance statewide including troubleshooting PC/LAN-related software and hardware issues.

WORKING CONDITIONS

Incumbent must be agreeable to the following in order to perform the duties of this job.

- Flexibility to work hours beyond 40 per week, weekends, and/or on-call and to modify work schedule when necessary to meet business objectives.
- Statewide travel (sometimes with little notice) using a State provided vehicle, and/or occasionally a personal vehicle. Washington Driver Licensing requirements apply.
- Flexibility to accommodate multiple overnight trips as duties require.



WASHINGTON STATE DEPARTMENT OF LICENSING

◇ Quality healthcare and dental coverage for you and your dependents. With four affordable healthcare plans and three free of charge dental plans to choose from, you'll be able to choose the insurance that best fit the needs of you and your dependents.

◇ Retirement and savings plans. At DOL we acknowledge that planning your financial future is important to you. DOL employees have the option of choosing between two employer match retirement plans and an optional deferred compensation plan that can be invested how you choose.

◇ Life insurance coverage.

◇ Long term disability insurance.

◇ Optional flexible spending account.

◇ Optional long term care insurance.

◇ Optional discounted auto and home insurance plans.

DIVERSITY

The Washington State Department of Licensing celebrates a diverse workforce. It is our policy to provide equal opportunity in all terms and conditions of employment. We encourage all qualified persons, including members of protected groups under applicable state or federal law, to apply for our open positions.

Persons with disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492.

REQUIRED QUALIFICATIONS:

- Two years or more experience using Microsoft Excel to track data and generate numerical reports.
- Two years or more experience providing excellent Customer Service in an IT or Helpdesk environment.
- One year or more experience assisting higher-level Information Technology Specialists complete the following:
 - ✓ Installing and integrating a variety of hardware devices and software applications in a Windows operating systems.

DESIRED EXPERIENCE:

- One year or more experience tracking and monitoring IT equipment in inventory.
- One year or more experience tracking monitoring and auditing inventory in a government organization.

APPLICATION INSTRUCTIONS

To apply for this position, e-mail the following to ***HRrecruit@dol.wa.gov*** with a subject line of ***"10-046G -ITS2 Inventory"***.

1. A written explanation describing how your skills and experience meet the REQUIRED QUALIFICATIONS AND DESIRED EXPERIENCE listed in this announcement.
2. Your chronological resume depicting work experience and/or education that support your letter of interest.
3. A list of at least 3 professional references including names, professional titles, and current phone numbers.

NOTES

The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

This candidate pool certified for this recruitment may be used to fill similar vacancies for up to six months.